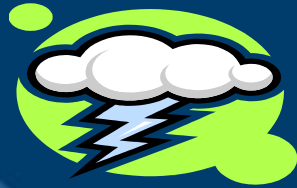


**HELP!**

# DISASTER PREPAREDNESS AND RECOVERY



**Kentucky**  
UNBRIDLED SPIRIT™

# RECORDS DISASTER

- A Records Disaster is “a sudden and unexpected event which results in loss of records or information essential to a local governments continued operation”.

# KATRINA

- MADE US RE-ACCESS RECORDS PROTECTION
- FEMA AND OTHER EMERGENCY MANAGEMENT OFFICIALS
- NO COMMUNICATION BETWEEN RECORDS AGENCY AND EMS
- NATION-WIDE DISASTER PLAN FOR RECORDS

# RECORDS DISASTER PLANNING

- Consequences of not being prepared can be significant and expensive.
- 107 Courthouse Disasters
  - Fire and Floods
  - Loss of Records in Most Cases
  - Records cannot be replaced
- Most recent disaster







RESTRICTED AREA WARNING RESTRICTED AREA WARNING RESTRICTED AREA WARNING RESTRICTED AREA WARNING













Main Street  
COPY PAPER  
+ 84 BRIGHT + 20 LB

5

DEEDS 14

DEEDS 13

DEEDS 12

DEEDS 11

DEEDS 10

DEEDS 9

DEEDS 8

DEEDS 7

DEEDS 6

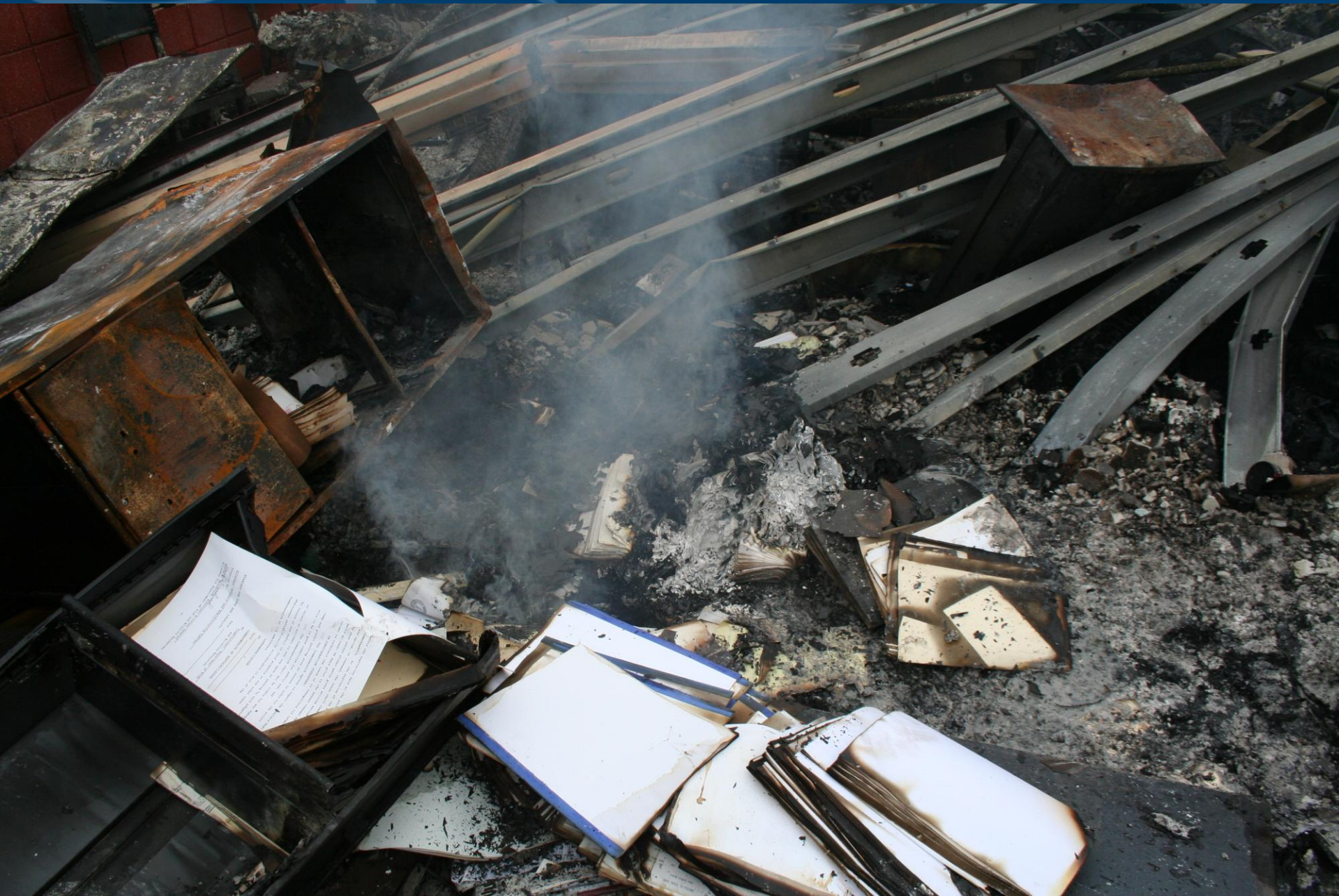
DEEDS 5







































# WHY ARE RECORDS IMPORTANT?

- PROTECTS AND DOCUMENTS LEGAL RIGHTS OR INTERESTS OF COUNTY GOVERNMENT AGENCIES.
- PROTECTS AND DOCUMENTS THE RIGHTS OR OBLIGATIONS OF CITIZENS.
- NEEDED TO CONDUCT EMERGENCY OPERATIONS
- NEEDED TO RESUME OPERATIONS

# EFFECTS OF A RECORDS DISASTER

- LOSS OF CONTINUITY OF BUSINESS
- LOSS OF REVENUE
- LOSS OF SERVICES TO THE PUBLIC
- LOSS OF HISTORY



# CONTINUITY OF BUSINESS

- HOW DO WE START OVER?
- DO WE KNOW WHAT IS OWED TO US?
- CAN WE PROVIDE SERVICES?

# PUBLIC OFFICES

- COUNTY CLERK'S RECORDS
- SHERIFF'S RECORDS
- PVA'S RECORDS
- FISCAL COURT RECORDS
- MUNICIPAL RECORDS
- SCHOOL RECORDS
- PUBLIC WORKS



# COUNTY CLERK'S OFFICE

- VAULT
- VERY FEW TRUE VAULTS
- RECORDS
- LAND RECORDS
- MARRIAGE RECORDS
- PROBATE RECORDS
- PLATS

# RECORDS DISASTER PLAN

- PREPARING A PLAN
- CONDUCT A RISK ANALYSIS
- IDENTIFY EXISTING PROCEDURES
- IDENTIFY NEEDED PROCEDURES
- ALLOCATE RESPONSIBILITIES
- DEVELOP RESPONSE AND RECOVERY PROCEDURES
- INCLUDE FIRST RESPONDERS



# A PRACTICAL PLAN

- PREPAREDNESS
  - PREVENTION/PROTECTION
- VITAL RECORDS IDENTIFICATION AND PROTECTION
- RECOVERY PROCEDURES

# DISASTER PREPAREDNESS

- DETERMINE EXISTING RISKS TO RECORDS
- COMPLETE A SITE SURVEY – INSIDE AND OUT
- IS SECURITY SUFFICIENT?
- DETERMINE VULNERABLE AREAS
- MITIGATE RISKS – DO SOMETHING BEFORE IT HITS



# DISASTER PREPAREDNESS

- KNOW THE STRUCTURAL BREAKDOWN HISTORY OF STRUCTURES
- PAST PROBLEMS AND REPAIRS
- START WITH THE ROOF AND WORK DOWN
- LOOK CLOSELY AT RECORDS STORAGE AREAS

# DISASTER PREPAREDNESS

- WATER SUPPLY CONTROLS?
- ELECTRICITY CONTROLS?
- COMPUTER SERVERS/INSTALLATION?



# DISASTER PREPAREDNESS

- LIST OF RECOVERY VENDORS
- INSURANCE COVERAGE?
  - REPLACEMENT INSURANCE
  - RECOVERY INSURANCE

# DISASTER PREPAREDNESS

- EMERGENCY NUMBERS
  - FIRE
  - POLICE
  - EMS
- CERTAIN EQUIPMENT AT HAND
  - FLASHLIGHTS ETC
- DESIGNATE A PERSON TO BE IN CHARGE
- FORM A RESPONSE TEAM



# VITAL RECORDS

# WHAT MAKES A RECORD VITAL?

- VITAL RECORDS CONTAIN INFO THAT IS ESSENTIAL TO:
  - OPERATE DURING A DISASTER
  - RESUME AND CONTINUE BUSINESS
  - RE-ESTABLISH THE LEGAL, FINANCIAL AND/OR FUNCTIONAL STATUS OF THE COUNTY



# EMERGENCY OPERATING RECORDS

- **EXAMPLES**
  - DISASTER PLAN
  - DELEGATIONS OF AUTHORITY
  - BUILDING PLANS
  - COMPUTER SYSTEM DOCUMENTATION
  - VITAL RECORDS INVENTORIES
  - RECORDS INVENTORIES
  - RECORDS LOCATIONS
  - EQUIPMENT INVENTORIES

# LEGAL AND FINANCIAL RIGHTS RECORDS

- RECORDS NEEDED TO RE-CREATE LEGAL/FINANCIAL OPERATIONS
- RECORDS NEEDED TO SAFEGUARD THE INTERESTS OF THE COUNTY, EMPLOYEES AND THE PUBLIC

# EXAMPLES

- ACCOUNTS RECEIVABLE
- PAYROLL, SOCIAL SECURITY AND RETIREMENT
- DEEDS, LEASES, CONTRACTS, INSURANCE, LICENSES
- LICENSING AND COMPLIANCE-UNIQUE LEGAL RECORDS
- OBLIGATIONS



# VITAL RECORDS

- MAKE A LIST OF ALL VITAL RECORDS
- LOCATION OF VITAL RECORDS
- STORE THE LIST OFF SITE
- GIVE THE LIST TO THE APPROPRIATE PEOPLE
- SECURE THESE RECORDS
  - ELECTRONIC OFF SITE
  - PAPER DISPERSAL

# VITAL RECORDS PROTECTION

- SECURITY MICROFILM
  - BACKUP ELECTRONIC/DIGITAL RECORDS
  - OFFSITE STORAGE
  - DUPLICATION
  - DISPERSAL
- 
- HOW YOU PROTECT VITAL RECORDS SHOULD BE DONE THE SAME WAY ALL THE TIME AND THE WAY YOU DO IT MUST BE DOCUMENTED.

# STATE ARCHIVES CAN HELP!

- WRITE A DISASTER PREPAREDNESS AND RECOVERY PLAN
- WRITE A VITAL RECORDS PROTECTION PLAN
- WORK WITH EMS AND FIRST RESPONDERS
- MORE TRAINING



# CONTACT INFORMATION



## KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES

Trace Kirkwood

Phone: 270-991-5195

[trace.kirkwood@ky.gov](mailto:trace.kirkwood@ky.gov)

[www.kdla.ky.gov](http://www.kdla.ky.gov)